

Professional and Managerial Branch
Planning Group
Contract Compliance Series

CDBG CONTRACTS ADMINISTRATOR

10/90

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in implementation, monitoring and enforcing contract compliance requirements on City projects; performs related duties as required.

EXAMPLES OF DUTIES:

Reviews and updates construction and financial terms contracts to meet current federal, state, and local requirements; develops and supervises the assembly and distribution of sample compliance forms, letters and materials for contractors, applicants and owners; supervises the preparation of bidder's contract packages; schedules advertisements, bid opening and awarding of contracts; reviews records to insure completeness of all bid requirements; monitors status of applications in process and determines if all state and federal clearances have been received and when project is ready for bid; advises on proper reporting requirements; maintains and supervises recordkeeping on all projects; approves contracts and supporting documents to ensure that all classes and provisions are included; approves payment requests from contractors; analyzes and reviews claims for additional compensation by owners or contractors.

Enforces compliance with federal, state and local contract requirements and labor standards; supervises and participates in reviews of payroll records, and interviews employees of contractors to ensure compliance with wage regulations and OSHA requirements; discusses irregularities with contractors; deals with the public relative to non-compliance complaints; conducts job site visits or inspections of projects; maintains liaison with contractors, business representatives, Federal, State, County and City agencies.

Schedules and prepares agenda, minutes and acts as chairman of pre-construction meetings; coordinates with the office of the City Attorney concerning legal aspects of contract administration and litigation; supervises personnel assigned to enforce Affirmative Marketing and Fair Housing regulations of property owners receiving CDBG funding; disseminates Fair Housing information to the public.

Participates in the review of plans and specifications and submittal to federal and state agencies for approval; deals with architects and owners regarding handicapped accessibility, historic requirements, and wage rates; assists supervisor in overall administration of programs by researching and analyzing internal policies, procedures and documents to facilitate or recommend changes as appropriate; plans, supervises, trains, assigns, reviews and evaluates the work of assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; complies with and enforces safe work practices and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of an Associate's degree in Business of Public Administration, Management or related field and four years of experience writing, interpreting and monitoring complex government contracts, including Equal Employment and Affirmative Action provisions; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of Community Development practices, policies, and procedures, and CDBG programs; knowledge of the construction industry; good knowledge of the principles and practices of accounting and payroll; good knowledge of the ethnic make-up of the work force in the El Paso area; Good knowledge of laws concerning discriminatory employment practices; knowledge of contract administration and document preparation.

Ability to make arithmetical calculations; ability to read and understand contracts, project manuals and proposals; ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely, orally and in writing; ability to enforce equal employment requirements and affirmative action programs with firmness, tact and impartiality; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare reports and maintain files.

Physical Requirements: Standing, sitting, mobility within an office environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" driver's license or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL